



**OTTERSHAW PARK ESTATE COMPANY LTD  
& OTTERSHAW PARK WOODLAND LTD**

2

**ANNUAL GENERAL MEETING  
OPEC Ltd & OPW Ltd**

**to be in Christchurch Hall\*, Guildford Road, Ottershaw**

**Thursday 24th November 2022 at 8.00 pm**

**Attached:**

- 1 - Formal notice of meeting and agenda.
- 2 - Chairman's report.
- 3 - Management accounts for the 12 months ending 31st December 2022 and proposed budget for the year 2023.
- 4 - Proxy Voting Form.

**\* Christ Church Hall is at the top of the hill past the Trident garage on the road to Woking. You may park opposite the Church.**



# **OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD**

**Notice is hereby given that the 2022 Annual General Meeting of the Company will be held on Thursday 24<sup>th</sup> November, 2020 at 8.00 pm**

## **AGENDA**

### **1 - Minutes**

To approve the minutes of the Annual General Meeting held on 25<sup>th</sup> November 2021 - previously circulated and available on the company's website.

### **2 - Chairman's Report**

To receive the report attached hereto.

### **3 - Report on Financial Accounts**

To approve the Management Accounts for the year ended 31st December 2022 and the budget for 2023.

### **4 - Accountants and Remuneration**

To renew the appointment of Crick Heitman as accountants to the Company and to authorise the Management Committee to agree their remuneration.

### **5 - Budget 2023**

To consider and approve the following resolution: *"That a general service charge be agreed for 2022 in the sum of £375 payable on the 1st January 2023."*

### **6 - Appointment of Management Committee**

- a) For members to approve the OPEC Management Committee for 2023.
- b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2023.

### **7 - Any other relevant business**

**Note:** A Form of Proxy is attached for Members to vote on the various issues

By order of the Management Committee.

Nigel Eastment, Chairman OPEC/OPW  
07 November 2022



## **OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD**

# **CHAIRMAN'S REPORT 2022**

This is our sixteenth combined AGM for OPEC and OPW (Ottershaw Park Woodland).

### **AGM MEETING DETAILS:**

As we do not have to make any provision for Covid this year we happily revert to our regular arrangements at Christchurch Hall. I hope I am not being over optimistic!

The AGM business will be followed by a 'Cheese and Wine' reception and an opportunity to meet face-to-face – which will be a welcome change.

**Please do your best to attend on Thursday 24<sup>th</sup> November at 8pm.**

## **PROPOSED INCREASE IN ANNUAL SERVICE CHARGES.**

**As flagged up last year, the proposal is for an Annual Service Charge of £375 for 2023.**

Major projects and the increasing cost of general maintenance has led to a reduction in OPEC Reserves. The Management Committee determined that in order to finance essential estate road repairs over the next 10 or even 20 years, we needed to move beyond the previous 'modest' Annual Service Charge increases and phase increases of £50 and £25 over coming years.

Last year's AGM Pack and Chairman's Report included a detailed breakdown of the estimates for road resurfacing, the areas and an outline of how the works could be achieved, along with a spreadsheet indicating how costs could be spread. If anyone wants to review the details please click on the link below: <https://www.ottershawpark.co.uk/opecopw-annual-general-meetings>  
Click on 'Agenda 2021' under the AGM Agendas and Information heading

**At the 2021 AGM members voted to approve an initial £50 increase in Annual Service Charge.**

**We now seek members approval for the second £50 increase, giving an Annual Service Charge of £375 for 2023.**

Briefly: Each £50 increase in Annual Service Charge raises an additional £4,000 for our Reserves – so assuming no other 'urgent' matters, in 2023 we will have raised a total of £12,000 in additional funds over 2 years. To put that in context, the 2021 quote for a total resurfacing of the estate roads was £224,500.

It is obvious that the cash raised will at best allow us to start the process and we are undoubtedly in it for the long term – particularly with the current rate of inflation.

The only slight positive is that the 'patching' of various sections of our roads over the last few years means that the areas obviously breaking up have been attended to, so we have time to consider which area is now most appropriate to resurface. I will be happy to discuss this with members at the AGM.

#### **FINANCIAL RESERVES:**

OPEC retains Financial Reserves so we can resolve urgent matters (Items such as drainage, lighting, tree damage etc.) without going to the members for additional funds.

We anticipate OPEC Reserves may be about £58,000 at year end, from a high of £78,000 in 2015. As I advised last year, the committee has determined £40,000 should be our targeted minimum requirement to cover 'surprises'.

#### **COMPANY TREASURER:**

My thanks again to Robbie Sampson for taking on the role of OPEC treasurer and looking after our finances. He also does a wonderful job with roads, drains, trees and many other aspects of estate maintenance. We all benefit from his practical knowledge and horticultural expertise.

## **Financial Overview**

Robbie is unable to attend the AGM. His Financial Report is as follows:

"This year we have stayed within budget and our reserves have increased as planned. Two large storms required expenditure. We have spent on improving the tennis court and deemed it unnecessary to spend on the roads yet. Factors outside of our control have led to a national inflation rate many times that of last year. I'm not even daring to put figures here as no one knows what our present incumbents will cause the markets to do. We live in interesting times and the rise in the cost of living will need a further increase in our OPEC maintenance charge. In order to prepare us for the roadwork that is bound to be needed through normal wear and tear. We propose an increase in the Maintenance charge by £50."

**If anyone has any detailed questions about Robbie's figures for 2022 expenditure or the budgets for 2023, please email before November 10<sup>th</sup>, to ensure we can get a full answer to you – and raise the comment at the meeting.**

## **OPEC Committee Membership**

I thank the volunteer committee members for their support over the year.

Formally, the management committee has 4 members, each representing their area of the estate, plus Robbie Sampson, our 'independent' Treasurer.

We also encourage a 'back-up' for each area, who may or may not attend – but should do so if the 'representative' is unavailable.

The current committee is as follows:

Ken Carrell - Tulk House – back-ups Marlene Bacarese-Hamilton/Connor Bryant  
Graham Hughes – Mansion – back-up James Oxley  
John Athersuch (Web Master) – Bothy Freeholders – back-up Paul Stopps.  
Nigel Eastment (Chairman) –Freeholders - back -up Mick Roche,  
Robbie Sampson (Treasurer) - Independent

The committee members are prepared to stand for another year if that is the members' wish.

The area 'back-ups' and also 'observers' are invited to attend meetings in a 'non-voting' capacity. Current observers are Margaret McHugh and Emma Avery.

If you would like to get more involved with estate matters please email [opec@ottershawpark.co.uk](mailto:opec@ottershawpark.co.uk) or call me on 07860 701288.

## 2022 Activities and current issues

**The OPEC website:** The site was updated during 2021 but is only as good as the uploaded content. Please send any suggestions for improvement or contributions for 'News' to John Athersuch at [john@ottershawpark.co.uk](mailto:john@ottershawpark.co.uk).

### WhatsApp Group

A number of residents started a WhatsApp Group to improve communication, sociability and community spirit, and has been a great success. It is called KT16 0QG as it is intended to be inclusive of all neighbours who live in the postcode; and thus separate from OPEC. The Admins are Ali Roche, John Smart and Mick Roche. If you would like to join, please send your details to one of these e.g. Ali at [alisonroche@btinternet.com](mailto:alisonroche@btinternet.com) or 07775591522 at Five Oaks/No. 1 Ottershaw Park.

### Woodland:

There have been no working parties on the Woodland or the Walkways but many thanks to Barbara Sampson who was able to apply weed treatment to the walkways early in the year. Since then the weeds have grown back with vigor. The main pathways are still passable but the smaller routes created by Robbie in 2021 have mostly grown over. The most invasive vegetation is bracken, for which there is no chemical treatment available to non-professionals. Apparently, the National Trust use a horse and roller to crush the stems, which regrettably is not an available option for us!

**Please keep walking all our OPEC woodland pathways to help keep them open and to keep fit.**

**If you want to get involved with the woodland in any way please talk to Robbie.**

### Oak Processionary Moth:

Again, many thanks to Barbara and Robbie Samson who monitor the spread of this insect, which is now endemic in our area. The emphasis is away from chemical sprays and nest removal, with a 'new-found' reliance on natural controls.

Barbara and Robbie attended the meeting of a local working group, "*which outlined the future course of research into Oak Processionary Moth reduction via natural means. All the chemical sprays and nest removal methods were excluded from ongoing trials. In future there will be 'pheromone traps' and 'nest box test areas' with untreated adjacent areas. They expect three years of research before any results are published. The current policy by Local Authorities and Public Parks and Gardens is as follows. To remove nests in areas of public footfall but to leave nests, elsewhere, as a parasitic fly may kill pupating moths.*"

Let's hope the reliance on Great Tits and parasitic insects pays off. Meanwhile OPEC will follow the policy of local councils outlined above.

Obviously, we all need to remain vigilant and if you see any nests on the estate or in OPW woodland do let us know.

Please be cautious and do your utmost to avoid any direct contact with 'nests' or hairy caterpillars.

NOTE: Well done to Jean Aish, whose initiative with nest boxes in our woodland areas was well ahead of the trend for OPM control. We await the results of the trails in other locations with interest.

### **Wildlife – Owls, Red Kites, Cuckoos, Hedgehogs etc.:**

When I moved onto Ottershaw Park, in 1984, every Spring, when I worked in the garden, I enjoyed the sounds of cuckoos calling across the fields. I recall that after a fortnight's continuous 'cuckooing' the charm started to wear thin. It's difficult to imagine that now, as the continuing pressures of population, development and the suburbanisation of our local spaces has led to the complete absence of cuckoos – I had not heard of for over 20 years - and all other wildlife on our estate. But happily this Spring the call of the cuckoo was reported. I was dubious until I heard it myself. Let's hope it can be a permanent change.

We can all enjoy the calls of the tawny owls during the winter evenings and who would have thought red kites and buzzards would ever come back to Surrey?

The other highlight of my year was my terrier finding a hedgehog sleeping in its day-bed, a pile of leaves under an old tarpaulin – which was safely relocated to a patch of scrubby woodland. I had not seen a hedgehog for over 20 years, so it is wonderful to know they are still around on the estate.

Two main thoughts on this – firstly, we all have access to a wonderful estate with extensive gardens and woodland areas. Please keep patches of 'wild' to encourage our wildlife and do your best to maintain or replant trees. Further 'suburbanising' of our plots will further diminish the wildlife we all enjoy.

Secondly, if you have any nice pictures please send them to John to share with others on the website gallery. With our smart phone cameras this should be easy to do.

### **Drains:**

There has been no exceptional expenditure on our private drainage system during the year.

### **The 'Pink Road':**

Being the name given to the pedestrian road from the pumping station by Ottershaw Chase up to the A320. We have had to attend to fallen trees to keep the route clear, and repair fencing.

### **Tennis Courts:**

The OPEC courts are an item with an allocated 'Reserve'. At the beginning of 2021 we had the surface cleaned and surface cracks repaired – costing £2,800. We anticipate cleaning and sweeping alone to be adequate for 2023.

### **Security:**

There have been no recent security issues and since last year's AGM there has been no progress on CCTV.

### **Communication:**

A number of residents formed an estate-wide WhatsApp Group, to exchange information, messages and concerns that will be of interest to other members. This informal group is separate from OPEC. If you are interested please contact Ali Roche at number 2 for joining details.

### **Electric vehicles:**

The committee have discussed this as it seems to be the way the world is heading. Where properties have land/driveways there is no problem and power for vehicle charging can be supplied direct from the house. Residents in the Mansion or Tulk should talk to their respective management committees to confirm arrangements.

There is a potential issue with the capacity of the supply network – but UK Power don't seem to be able to tell us what they can supply to the estate, so the plan has to be for individuals to keep plugging in and hope it is not a problem.

We obviously don't want utilities companies digging up any newly installed road surfaces to lay cables but we have no way of finding out how likely that is.

#### **Broadband:**

Openreach has installed a fibre cable throughout the estate and Ultrafast Broadband should be available to all residents. Individual properties can contact their broadband supplier direct. There may still be issues in the Tulk and The Mansion where properties rely on internal cabling which has not yet been finalised. Again, your premises management committee can advise on your supply status.

## **Regular Estate Issues**

#### **Estate Maintenance:**

We continue with our Romanian contractors - SV Construction, who attend on an 'as needed' (and 'when available') basis.

## **Other Issues**

### **Local planning/development issues**

#### **The Ottershaw Roundabout and A320 development:**

This year we have all suffered from various roadworks throughout Runnymede. It's almost as if they are softening local residents up for the A320 redevelopment!

The plans for the Otter Roundabout, due to have been approved in March 2022, have still not been settled. Although the new roundabout will be much larger, the strong reactions from local residents backed up with professional advice and support from our county and local councillors have caused Surrey Highways to reconsider various aspects and currently new planning conditions are being explored – which will relate to existing trees, landscaping and more detailed proposals for measures affecting pedestrians, cyclists, bus stops and traffic calming measures.

Local pressure has significantly improved the initial ill-conceived SCC plan, but please don't expect it to be attractive or painless.

#### **Fairoaks Garden Village:**

Surrey Heath Borough Council is the planning authority responsible for Fairoaks. In the 2019 'Strategic Land Availability Assessment' Fairoaks Airport was categorised as 'not currently developable' – which should exclude its development for the following 15-year period. The consultation on the SHBC Local Plan, 2019 – 2038 is now closed and we have to wait until early 2023 to see the final position with Fairoaks – I am not aware of any change in the restrictions regarding development of the whole site.

#### **Fairoaks Airport:**

Flying operations seem to be the lesser of two evils to the majority of OPEC residents. The uncertainty over the future of the airport site will not have helped the continuing airport operation. This year Airport Development Partnership (ADP), the owners of the 'built' 40 acres (previously called the Major Developed Site) declined to renew Fairoaks Operations Ltd's leases on the Control Tower, Fire Station and hangar that they had probably occupied since they were built. The 'airport' was required to replace those facilities at short notice.

I would recommend that all members refer to the airport's website <https://fairoaksairport.uk/> which is a source of useful information if you explore the menu and click on the links. With careful searching will find a link to the map of 'Avoidance Areas', which includes Ottershaw Park. Click on 'Pilot Information/Noise Abatement/Avoidance areas.

<https://fairoaksairport.uk/wp-content/uploads/2019/06/FAIROAKS-Avoid-Area-Map.pdf>

As Ottershaw Park is an 'Avoidance Zone for all air traffic, any complaints about inconsiderate flying practices or noise should be referred direct to the airport via their website, [www.fairoaksairport.uk](http://www.fairoaksairport.uk) look for 'noise complaints' under 'local residents' in the menu bar.

#### **Willow Farm Travelers' Site:**

A new road entrance and fence was created in 2021 and has been followed by another application for a change of use to a permanent site. "Change of use of land to 4no pitches for an extended Traveller family and associated operational development erected at the site." I have written to RBC on several occasions and can rely on a bland response. Thank you to the members have also written, I fully expect you get the same? To view the application and letters of representation use this link: [RBC. WILLOW FARM PLANNING APPLICATION.](#)

#### **Regular Reminders:**

**A thank you** to members who do an occasional 'litter pick' on the estate entry road and on the Chobham Road. It is really appreciated that they go out of their way to do a useful job that benefits the entire community.

**Hedges:** I also thank the estates hedge owners and hedge trimmers, who have kept their hedges tidy and cut back from the estate roads – for everyone's benefit, Well-kept hedges have a huge impact on the general appearance of the estate.

**Property 'Improvement' and the Covenants:** The freehold or leasehold title to every OPEC member's property contain sections called "Covenants to be observed by all owners" and "Regulations to be observed". A copy of the original document is on the company website: [www.ottershawpark.co.uk/legal-and-financial](http://www.ottershawpark.co.uk/legal-and-financial).

**Owners must obtain committee approval for any alteration in appearance before starting work. Please talk and confirm details in writing with your committee representative about any external changes, building development – including sheds and outbuildings, fence, hedge and all tree work. It is in everyone's interests to avoid disputes, so no surprises please!**

**NOTE: OPEC is not responsible for issuing Planning Permission, which must be obtained by the property owner from Runnymede Borough Council in addition to OPEC permission.**

#### **In Conclusion:**

The OPEC Management Committee are proposing a further increase of £50 to the 2022 Annual Service Charge. We plan to increase Financial Reserves so as to be able to resurface estate roads over future years. Annual increases will be proposed to maintain a responsible level of Reserves and to keep pace with other necessary maintenance costs.



## **2023 Annual Maintenance Fee - £375**

**The £50 increase brings the total charge for 2023 to £375, which remains excellent value for the services provided by your volunteer committee.**

Please support the committee with your vote at the AGM. If you are unable to attend the meeting please submitting a proxy vote form.

### **Please pay promptly.**

An invoice will be circulated by email after Christmas. Please pay promptly to avoid unnecessary work for your volunteer committee.

### **The Committee**

I would like to sincerely thank the committee on behalf of the general membership, for the time and effort given for the benefit of the estate.

I look forward to meeting with members at the AGM, for a formal discussion of business during the meeting and more informally afterwards.

Nigel Eastment, Chairman.

**Note:** If you are not receiving occasional updates by email it is important that you send the web master your email address ([john@ottershawpark.com](mailto:john@ottershawpark.com)).

**NB. PLEASE NOTE OUR CURRENT BANK DETAILS IF YOU PAY YOUR SERVICE CHARGE BY BANK TRANSFER.**

**SANTANDER – WOKING BRANCH  
SORT CODE: 09 01 29  
ACCOUNT NO.: 05803374**

Please make sure you are NOT set up to pay into our old Barclays account which has been closed.

# Ottershaw Park Estate Company Ltd

## General and Reserve Funds - Projected through to 31st December 2022

	General Reserve	Tennis Court Fund	Bridge Maint	Roads	OPW Expenses	Bothy Wall	Web Site	Sewerage & Drains	Total	Increase/ (decrease) per year	Notes
Balance end 2014	13,475	3,980	14,934	28,289				10,000	70,678		see note 1 below
Provided in 2015				9,091					9,091		
Utilised in 2015				(1,400)					(1,400)		
Balance at 31/12/2015	13,475	3,980	14,934	35,980	0	0	0	10,000	78,369	7,691	see note 1 below
Provided in 2016	7,023	1,000	2,757	(5,485)				2,000	7,295		
Utilised in 2016				(14,840)				(4,800)	(19,640)		
Balance at 31/12/2016	20,498	4,980	17,691	15,655	0	0	0	7,200	66,024	(12,345)	
Provided in 2017	(825)	2,294	2,309	1,500				1,500	6,778		
Utilised in 2017		(7,274)							(7,274)		
Balance at 31/12/2017	19,673	0	20,000	17,155	0	0	0	8,700	65,528	(496)	
Provided in 2018	1,720	1,000	1,551	1,500				1,500	7,271		
Utilised in 2018	(5,605)								(5,605)		
Balance at 31/12/2018	15,788	1,000	21,551	18,655	0	0	0	10,200	67,194	1,666	
Provided in 2019	685	1,000	5,224	250				250	7,409		
Utilised in 2019	(1,602)	0	#####	0				0	(27,377)		
Balance at 31/12/2019	14,871	2,000	1,000	18,905	0	0	0	10,450	47,226	(19,968)	
Provided in 2020	3,860	1,000	0	1,000	2,000	4,500		1,000	13,360		275
Utilised in 2020	(1,170)	0	0	(6,600)	(1,000)			0	(8,770)		
Balance at 31/12/2020	17,561	3,000	1,000	13,305	1,000	4,500	0	11,450	51,816	4,590	
Estimated provision for 2021	1,000	1,000	0	3,338	3,000	1,750	0	0	10,088		
Utilised in 2021	(2,385)	0	0	(4,966)	(1,143)	(6,250)	(1,715)	0	(16,459)		
Balance at 31/12/2021	10,445	3,000	5,000	20,000	0	0	0	7,000	45,445	(6,371)	
Provided in 2022	0	2,000	0	5,000	0	0	0	0	7,000		325
Utilised in 2022	0	(2,518)	0	0	0	0	0	0	(2,518)		
Estimated Balance at end 2022	10,445	2,482	5,000	25,000	0	0	0	7,000	58,766		see note 2 below

### NOTES:

- (1) Allocation across reserve funds for end 2014 and 2015 revised in December 2018 after further research into annual provision  
(2) Total Reserves at end of year as per 2022 OPEC Ltd Service Charge Accounts

# Ottershaw Park Estate Company Ltd

## Income & Expenditure - 2022

ITEM	2022 Budget	Year to date from Profit and Loss table	Latest Full Year 2022 Forecast
<b>Income</b>	<b>£</b>	<b>£</b>	<b>£</b>
Maintenance Charges	26000	26,000	26,000
Costs levied and sundry income	0	0	0
Interest Income	3	30	3
<b>Total Income</b>	<b>26,003</b>	<b>26,030</b>	<b>26,003</b>
<b>Regular Expenses</b>			
Maintenance:			
- General	4000	2,725	4,000
- Tennis Courts	350	2,868	350
- Bridge	0	0	0
- Roads and Drains	3000	0	3,000
- Signs, seats, gates	650	0	650
Street Lighting:			
- Energy	750	499	750
- Maintenance	1000	423	1,000
Subscription - Ottershaw Society	100	0	100
Insurance	2500	2,812	2,812
Stationary, postage, telephone & website	200	272	200
Accounting Fee & Expenses	1000	In Dec	1,000
Meeting Expenses	250	0	250
Sundry Expenses	400	101	400
Woodland	3500	3,286	3,500
<b>Total Regular Expenses</b>	<b>17,700</b>	<b>12,986</b>	<b>18,012</b>
<b>Surplus Available for Reserve Funds</b>	<b>8,303</b>	<b>13,044</b>	<b>7,991</b>
<b>Exceptional Expenditures:</b>			
Road Tarmac	0	0	0
Tennis Court	0	2518	0
<b>Total Exceptional Expenditures</b>	<b>0</b>	<b>2,518</b>	<b>0</b>
<b>Net Increase / (Decrease) in Reserve Funds</b>	<b>8,303</b>	<b>10,526</b>	<b>7,991</b>

## Ottershaw Park Estate Company Ltd

### 2022 Actual / 2023 Budget

ITEM	2022 Budget	Actual 2022	Proposed 2023 budget
<b>Income</b>	<b>£</b>	<b>325</b>	<b>375</b>
Maintenance Charge	26000	26,000	30000
Costs levied and sundry income	0	0	0
Interest Income	3	30	3
	<b>26,003</b>	<b>26,030</b>	<b>30,003</b>
<b>Regular Expenses</b>			
Maintenance:			@10% inflation
- General	4000	2,725	4400
- Tennis Courts	350	2,868	385
- Bridge	0	0	0
- Roads and Drains	3000	0	3300
- Signs, seats, gates	650	0	715
Street lighting:			0
- Energy	750	499	825
- Maintenance	1000	423	1100
Subscription - Ottershaw Society	100	0	110
Insurance	2500	2,812	2750
Stationary, postage and telephone	200	272	220
Accounting Fee & Expenses	1000	In Dec	1100
Meeting expenses	250	0	275
Sundry expenses	400	101	440
Woodland	3500	3,286	3850
<b>Total Regular Expenses</b>	<b>17,700</b>	<b>12,986</b>	<b>19,470</b>
<b>Surplus Available for Reserve Funds</b>	<b>8,303</b>	<b>13,044</b>	<b>10,533</b>
<b>Exceptional Expenditure</b>			
Road Tarmac	0		0
<b>Total Exceptional Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Increase / (Decrease) in Reserve Funds</b>	<b>8,303</b>	<b>13,044</b>	<b>10,533</b>



# OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

## Form of Proxy

A member entitled to attend and vote at the meeting is entitled either to appoint another member of the Company as proxy to attend and vote on resolutions in his or her place or to indicate their voting intentions for the Chairman to vote on their behalf.

A form of proxy is attached and must be lodged with Nigel Eastment, 27 Ottershaw Park at least 48 hours before the meeting, or emailed to [OPEC@ottershawpark.co.uk](mailto:OPEC@ottershawpark.co.uk).

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Complete sections 1 or 2 below as appropriate.

### Section 1

I, ..... [name]

of ..... [address]

a member of Ottershaw Park Estate Company Limited (hereinafter called "the Company") and entitled to one vote, hereby appoint the Chairman or ..... [name] of ..... [address] another member of the Company to vote for me and on my behalf at the Annual General Meeting of the Company to be held on 24th November 2022 and at any adjournment thereof.

### Section 2

Cast your vote FOR, AGAINST or ABSTAIN with an "X" against each of the six resolutions in Section 2 below.

ITEM	MOTION	FOR	AGAINST	ABSTAIN
1	To approve the minutes of the Annual General Meeting held on 25 <sup>th</sup> November 2021			
2	To approve the Management Accounts for the year ending 31 <sup>st</sup> December 2022 and the budget for 2023			
3	To renew the appointment of Crick Heitman as accountants to the Company and to authorise the Management Committee to agree their remuneration			
4	To consider and approve the following resolution: "That a general service charge be agreed for 2023 in the sum of £375 payable on the 1 <sup>st</sup> January 2023"			
5a	For the members to approve the current arrangement that the OPEC Management Committee act as Directors for OPW of 2023			
5b	For the members to approve the OPEC Management Committee for 2023			

As witness my hand this .....day of .....2022

Signed.....

\* delete as appropriate